

VEHICLE SERVICES TECHNICIAN

THE PURPOSE: Vehicle Service Technicians inspect, maintain, and repair operating systems for a variety of automobiles, light trucks, vans, heavy trucks and equipment, and other miscellaneous City-owned equipment.

ESSENTIAL FUNCTIONS:

- Perform simple to complex maintenance and repair of major automotive operating systems, including steering, suspension, heating, cooling, exhaust, emission control, transmission, fuel, brake, hydraulic, electrical, electronic, and computer-controlled systems.
- Repair different engine types, including gasoline, diesel, propane and alternative fuel.
- Conduct routine service such as lubricating steering, suspension and other components, changing oil and fluids, and performing inspections for safety and operational fitness.
- Take repair orders and work independently or in consultation with shop employees, drivers, or supervisors to diagnose the source of problems related to equipment malfunctions, and make appropriate repairs.
- Perform general computer input and use related manuals, diagnostic equipment, and various work tools.
- Test drive vehicles and testing of operational fitness of other equipment.
- Perform heating and cutting operations with a torch, and welding as needed.
- Perform minor vehicle body repair work and touch-up painting.
- Perform services as needed during emergencies, such as snow and ice control operations.
- Perform other job-related responsibilities as assigned.

NOTE: Successful candidates must provide standard industry hand tools needed to perform job in a safe and efficient manner.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Three years of experience in repairing and overhauling automotive equipment;

OR

An Associate's degree in Automotive Technology from an accredited two-year college or technical school AND minimum one year of experience in the maintenance and repair of automotive equipment.

OR

A one-year certificate in Automotive Technology from an accredited college or technical school AND minimum two years of experience in the maintenance and repair of automotive equipment.

NOTE: Equivalent combinations of job-related coursework and experience may also be considered.

2. Valid Wisconsin's driver's license at time of **application**. Satisfactory driving record at time of application and throughout employment is required. *Driver's license number must be put on front of the application.*
3. A valid Commercial Driver's License (CDL), **minimum** Class **B** with air brakes, within 6 months of appointment and throughout employment.
4. A minimum of three Automotive Service Excellence (ASE) certifications.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

Automotive Service Excellence (ASE) **Master Certification**, **and/or** certifications **in Diesel Engines, Brakes, and Electrical/Electronic Systems** are highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Possess a high degree of skill in the maintenance and repair of automotive vehicles and equipment.
- Ability to diagnose mechanical failures and defects with or without use of diagnostic equipment.
- Ability to use hand tools and mechanical tools associated with automotive repair and municipal equipment repair.
- Ability to completely overhaul automotive equipment.
- Ability to read and interpret service, repair and parts manuals in a hard copy format and in digital format.
- Ability to repair and replace automotive or municipal equipment parts and components.
- Ability to utilize applicable computer hardware and software.
- Ability to move objects weighing 50 pounds.

NOTE: This position is subject to U.S. Department of Transportation Regulations on Drug and Alcohol Testing, including the required release of drug and alcohol tests conducted by previous employers within two years preceding appointment, and random drug and alcohol testing throughout employment with the City of Milwaukee.

THE CURRENT SALARY FOR PAY RANGE (254) IS: \$39,643 – \$45,922 annually with excellent benefits. Individuals who have a current Automotive Service Excellence (ASE) Master Certification (Automobile or Heavy Truck) at the time of appointment may be paid at the second step of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examinations will be held as soon as practical after **March 22, 2010**. Receipt of applications may be discontinued after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, or by calling 414.286.3751.

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